



PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE
1200 North Fifth Street • Perkasie, Pennsylvania 18944

MEMORANDUM OF AGREEMENT

New Hires, Long-Term Substitutes, Vacancies, and Transfers

This is a Memorandum of Understanding (“MOU”) by and between PENNRIDGE SCHOOL DISTRICT (“District”), on behalf of its elected and appointed officials, and PENNRIDGE EDUCATION ASSOCIATION (“Association”), collectively referred to as the “Parties.”

WHEREAS, the Association is the sole and exclusive bargaining representative for a bargaining unit comprised of classroom teachers and certain other employees (the “Bargaining Unit”); and

WHEREAS, the District and the Association are parties to a collective bargaining agreement covering the period July 1, 2023 through June 30, 2028 (the “CBA”); and

WHEREAS, the Parties have agreed that it is in their mutual best interests to modify certain provisions of the CBA pertaining to new hires, long-term substitutes, vacancies, transfers, and related matters;

WHEREAS, the Parties have negotiated and reached agreement regarding these matters; and

WHEREAS, the Parties wish to memorialize their agreement in writing.

NOW, THEREFORE, in consideration of the mutual promises and commitments set forth in this MOU, and notwithstanding any other provisions of the CBA, the Parties hereby agree as follows.

NOW, THEREFORE, intending to be legally bound, the Parties hereby agree as follows:

1. Appendix A, Sections 2-5 shall be amended to read as follows:

2.

* * * * *

[subsections 4.a through 4.d to be deleted and replaced with the following:]

- A. New hires (Temporary Professional Employees, Professional Employees, and Long-Term Substitutes) shall be placed on the Salary Schedule in accordance with administrative regulations and shall thereafter advance on the Salary Schedule in accordance with the Collective Bargaining Agreement. Tenured teachers with no prior Pennridge School District experience may be placed on or above Step 4 of the Salary Schedule

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5. **Vacancies**

A. Whenever a vacancy occurs due to retirement or resignation on or after September 1, the District shall have the option of filling the vacant position with a long-term substitute. The District shall have until April 30 to hire the long-term substitute as a temporary professional employee or professional employee if the vacancy occurs after September 1 and prior to or on January 31. If the vacancy occurs after January 31, the District shall have ninety (90) days to hire the long-term substitute as a temporary professional employee or professional employee. A temporary or professional employee contract awarded for these positions shall be retroactive to the start of the school year for those who have been rated satisfactory by April 30 (if hired prior to or on January 31) or at the conclusion of the ninety (90) days (if hired after January 31). Seniority shall be calculated according to the terms of Appendix D, Section 9 of the collective bargaining agreement between the Pennridge Education Association and the Pennridge School District and shall be retroactive to the first day of employment as a long-term substitute. For long-term substitutes who have not been rated satisfactory by April 30 (if hired prior to or on January 31), the District may use the balance of the student year to determine if the long-term substitute shall be hired, as a temporary professional employee or professional employee.

B. **[UNCHANGED]**

2. Appendix D, Section 10 shall be amended to read as follows:

10. **Vacancies**

- A. Qualified bargaining unit members presently employed by the Pennridge School District who apply to fill a vacant position will be guaranteed an interview.
- B. The notification of all vacant bargaining unit positions shall be posted. The notification shall include the building location, subject area and grade level, if known, at the time of posting. A vacant bargaining unit position may be filled temporarily in the case of emergency, but no such vacancy shall be permanently filled until notice of such vacancy has been posted for seven (7) calendar days.
- C. In the event a current Bargaining Unit Member from within is equally qualified to be an outside applicant for posted vacancy, as determined by the District, the current bargaining unit member from within will be given preference for filling the vacancy. If two (2) or more bargaining unit members apply to fill the vacancy and are equally qualified, the more senior bargaining unit member shall be given

preference. The Board of School Directors shall determine the qualifications which an applicant must possess to fill the vacancy and shall state such qualifications at the time the notice of vacancy is posted. Qualifications may include prior experience, certification areas, education, evaluations and training.

D. The decision to fill the vacant bargaining unit position rests with the administration and the Board of School Directors of the Pennridge School District, and all applicants for the professional vacancy from the bargaining unit will be notified of the action of the Board of School Directors. However, the parties agree that any dispute concerning the relative qualifications of applicants to fill vacancies is subject to the grievance and arbitration procedure.

E. ***[Subsection E, F, G, and H to be deleted and replaced with the following section]***

11. Transfers

The term transfer shall mean a change of assignment to a different building or department from which the bargaining unit member is presently assigned. Bargaining unit members wishing to transfer will submit the Intent Form to the Human Resources Department no later than January 15th. No bargaining unit member will have the right to bump into a position which is currently filled by another employee. Transfer requests will not be considered applications for vacancies, and all transfer requests will expire on the first day of the new school year.

In the event the District determines that involuntary transfers are necessary, then teachers shall be transferred according to the following procedure:

1. The District will first email the designated department requesting volunteers. If more than one bargaining unit member volunteers for such a position, the member with the most seniority will be assigned to the position.
2. Involuntary transfers shall be assigned beginning with the bargaining unit member with least seniority within the affected building/department.
3. If a staff member has been transferred to another building, and the transfer is no longer needed, the staff member shall have the right to return to their previous position provided the District agrees.
4. The District shall not involuntarily transfer the same professional staff member more than 1 time within a period of 3 years, unless required to do so under furlough provisions as outlined in the School Code.

5. Any teacher who is to be transferred voluntarily or involuntarily should be notified as soon as possible of their new assignment, no later than May 15
3. This MOU is subject to approval by the District's Board of School Directors and shall become effective immediately upon execution by all Parties.

**PENNRIDGE EDUCATIONAL SUPPORT
PROFESSIONALS ASSOCIATION**

BY: _____

DATE: _____

Paul Volleb

11/14/25

PENNRIDGE SCHOOL DISTRICT

BY: _____

DATE: _____

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11/3/25